ORGANIZATION AND FUNCTIONS

Directorate of Management & Services

100100111110110010100101101100001110101010100101001100101100111110110001001
1010000000000000011111000101100010001000001111010011010110000110111
00   0101110100000100100101001100100010011000111011000001010
11   0100001111111011000100101100100010011101111010001010001
00   11011   111001010101100110111011001000101100001000011111000110000
10   11100   110000100111110010000001111000100111100000110001110011
10   10001   0110010001110000101000110000000110000100001001001001100
00   11111   110100011 1001110101001110101001111101001001010
01   10101   010100001   00101100101000011110001100001000110000000
01   11010   001011100 00111011001011001210101110000011000
10   ....   111010100 1121010001010010011101001001111110001110011
11   000101111 0 0 10100010011101001100
001   010000101110 001   10110101010100101111
001100010001100100111110011000 101   000101001100101011100111
11011000100110100011 0000 111   11000   001000001111010011010
10000011011100100000   110   01001000010100010011100011
01000010101011011 0000 000   10111001001001 111
01000010100010010111 001   100110110111010 111
110001110000101111010000011101001100110000111101111000011
00011110011110100100110001101101011001   00001   100   1000100001001
0010010011000000111111110100001110100   010.   1111
0100110010100101010101010111100010100   010.   010
0011000000000120011011010100000000110111   0110011   111
000001111000110101111111101010111101010000100111110100001010010011110   111
110001110011101001100111011001000010111111000000001111011   001
1101001111100110001101100100101000001011010000100110111100   101
0101001011110010000100010010010011111101100130100010100001   0011
00101110011110110100010011010000011100000010110011110001011000100100010000011
11010011010110000011011100100011101100001101011101000000100100101001100100100

Office of Joint Computer Support

NATIONAL SECURITY INFORMATION
Unauthorized Disclosure Subject to Criminal Sanctions

25X1

SECRET

DIRECTORATE OF MANAGEMENT AND SERVICES

OFFICE OF JOINT COMPUTER SUPPORT

ORGANIZATION AND FUNCTIONS

Preface

This booklet provides functional descriptions and organization charts of the Office of Joint Computer Support (OJCS). Included in the back of this booklet is a directory with the most logical contacts for information on OJCS functions.

This publication is updated as required. Revisions, additions, or deletions should be directed to the User Support Division (USD), extension 4465.

```
***********************************************************
*                                                         *
*       OJCS Telephone Numbers for Reporting Trouble      *
*                                                         *
***********************************************************
*
*   After-hours' Computer Center access
*
*   ASP/OS online response problems      (0800-1700)
*                                         (1700-2400)
*                                         (0000-0800)
*
*   Batch processing problems            (0800-1630)
*                                         (1630-0800)
*
*   CP - Interactive System response problems
*                                         (0800-1630)
*                                         (1630-0800)
*
*   Data conversion (key punching)       (0800-1630)
*
*   EAM processing                       (0800-1630)
*
*   GIMS Data Base problems              (0800-1700)
*                                         (1700-2400)
*                                         (0000-0800)
*
*   OJCS Security Office
*
*   Page Reader problems
*
*   Remote hardware                      (0800-1630)
*
*   Tape Library
*
*   Terminals (IBM 2741 and Delta Data)
*
*       ASP online terminals            (0800-1700)
*                                         (1700-2400)
*                                         (0000-0800)
*
*       CP interactive terminals        (0800-1700)
*                                         (1700-0800)
*
***********************************************************
```

25X1

SECRET

Office of Joint Computer Support

Content

OJCS Organization Charts

SECRET

Office of the Director

Key Personnel

    Director   Harry E. Fitzwater   2E29   **25X1**

    Deputy Director

    Executive Officer

    Planning Staff   **25X1A**

    Management Staff

    Security Officer

The Director and Deputy Director assure that the Agency's computing needs are met, as prescribed in HR [ ] The Director concentrates on overall Agency computer requirements and the management of personnel, equipment, and financial resources. The Deputy Director concentrates on internal OJCS plans and their execution. The Executive Officer is the chief administrative officer and is directly supported by the Administrative Staff.   **25X1A**

The Management Committee, chaired by the Director, includes senior line officers, the Executive Officer, the Planning Officer, and a rank-and-file member from the Office at large. The Committee acts on policy and management decisions brought to it from any source.

The Management Staff reviews management issues such as resource use, Office priorities, duplication of effort, and the need for internal Office projects. It also identifies problems for the Management Committee and promulgates Committee decisions.

The Planning Staff coordinates Office-level planning, prepares Office programs and progress reports, drafts objectives and action plans, maintains the Project Register, and aids ad hoc Planning Groups created by the Director to resolve specific problems.

The Career Service Board, chaired by the Deputy Director, is composed of the Executive Officer and senior OJCS line officers. The Career-Development Officer from the User Support Division participates as an advisor. The Board considers personnel actions and policy relating to personnel in the OJCS Career Service, and acts in an advisory capacity to the Director.

The Security Officer coordinates all matters of OJCS security, including conducting security indoctrination, providing liaison with the various components, and evaluating and recommending security procedures.

Administrative Staff

25X1

Key Personnel

    Chief, Administrative
    Staff

    Deputy Chief and
    Personnel Officer

    Budget and Finance

    Personnel Assistant

    Registry

2E23

2E23

2E23

2E23

2E23

25X1A

The Administrative Staff assists OJCS components in matters of
logistics, finance, training, personnel, and administration. Staff
specialists advise and counsel OJCS personnel on training, Agency
regulations and procedures, procurement, contracts, travel, and
budget.

Applications Division

25X1

Key Personnel

25X1A

Chief, Applications Division		GD5321	
Deputy Chief for Production and Support		GD5321	
Deputy Chief for Project Management		GD5321	
Support Staff		GD5321	
Branch A		5F22	
Branch B		5F22	
Branch C		GD5313	
Production Branch		GA2505	

The Applications Division (AD) is responsible for the analysis, development, and maintenance of computer applications for Agency components. The Division assists Agency components in utilizing computers by analyzing requirements and developing and maintaining programs to meet these requirments; provides technical guidance to other Agency components or their contractors so that software development is suitable for the Computer Center's equipment and operating systems; provides computer skills necessary to analyze, design, program, test, document, and maintain problem-oriented software; and controls those applications for which the Division has responsibility.

The organization of AD was planned to maximize continuity for on-going projects and minimize disruption to customers. Project teams are organized from Branch resources to meet the requirements of active projects. A Branch Chief controls the project teams during their existence and the Division's Management Review Board analyzes and monitors progress of project team activities. The Production Branch monitors and controls production of applications programs and draws the required skills from the Branch resources, as required.
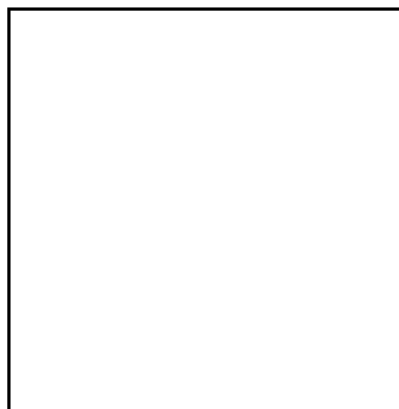
Operations Division

Key Personnel

Chief, Operations Division	GA3910
Deputy Chief	GA3910
Computer Processing Branch	GC03
Support and Services Branch	GA3910
Resource Management Branch	GA3910
Hardware Services Branch	GA0503
Data Base Services Branch	5D55
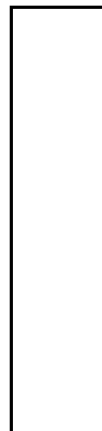
25X1
25X1A

The Operations Division (OD) handles the production aspects of a job (e.g., scheduling the work and preparing jobs for processing on computer center equipment). This Division also maintains accounting and resource utilization information, and implements plans for acquiring new computer equipment.

The Computer Center operates 24 hours per day, 7 days a week, and processes 900 to 1400 computer jobs per day. The Computer Processing Branch (CPB) operates and schedules computers and peripheral equipment and maintains a tape library of nearly 22,000 reels of magnetic tapes and 350 large diskpacks. CPB also processes the input and output for Computer Center customers.

The Support and Services Branch (S&SB) prepares data for computer processing using keypunch machines, card sorters, collators, interpreters, and printers. This Branch also is responsible for monitoring OD's budget, statistical accounting, and contract management.

The Resource Management Branch (RMB) accounts for resource usage and the customer "billing" system, and performs financial analysis to forcast budget and determine favorable or unfavorable cost/benefit ratio for computer equipment and software.

Approved For Release 2005/08/24 : CIA-RDP90-00992R000100020018-0

SECRET

The   Hardware Services Branch   (HSB)   participates   in   hardware
evaluation, selection, and planning.   HSB is responsible for
configuring and installing equipment; environmental requirements for
Computer Centers; incident procedures; and vendor relations.

The Data Base Services Branch (DBSB) coordinates, implements, and
maintains interactive data systems as reliable systems; supports
online interactive users (excluding users of CP/CMS) and manages data
bases for those applications requiring it; coordinates service calls
on all OJCS terminals; and provides centralized, computer reports
distribution.

SECRET

Approved For Release 2005/08/24 : CIA-RDP90-00992R000100020018-0

Systems Engineering Division

25X1

Key Personnel

Chief	GA0519
Deputy Chief	GA0519
Executive Officer	GA0513
Systems Planning and Measurement Staff	GD0511
Operating Systems Branch	GA0521
Information Management Branch	GA0513
Interactive Services Branch	GA0511
Mass-Storage System Branch	GA0519

25X1A

The Systems Engineering Division (SED) plans the overall hardware and systems software configuration used in the Computer Center to support user applications programs; installs and maintains the production operating system software, and develops new computer hardware and software techniques which are of potential use to a wide area of computer applications.

The following represent some of the specific activities of the Division:

- Install and maintain IBM operating systems.

- Develop, install, and maintain software for generalized information storage and retrieval systems.

- Develop a mass-storage system capable of online storing one trillion data bits.

- Develop enhancements to the interactive services available to many users through remote terminals.

- Develop computer security methods to improve system security and data privacy.

- Evaluate and make recommendations on Agency-wide requirements for new or expanded hardware and software systems.
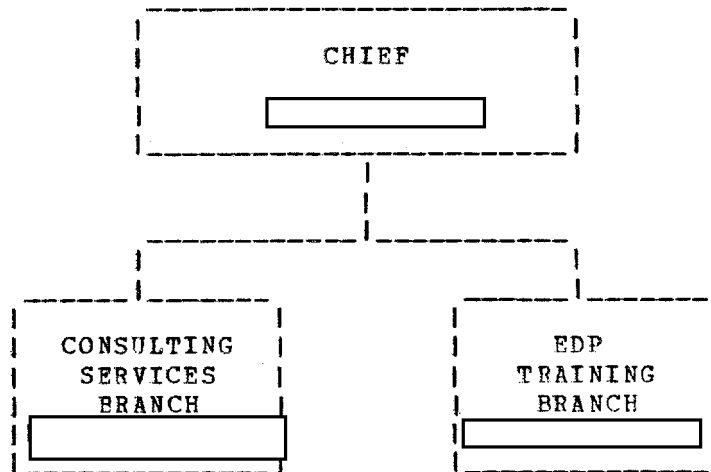
SECRET

USER SUPPORT DIVISION

25X1A

25X1A

25X1A

```
 _____
|                                |
|            CHIEF               |
|      _____      |
|     |                    |     |
|     |_____|     |
|_____|
                 |
      _____|_____
     |                       |
 ____|_____         ____|_____
|               |       |               |
|  CONSULTING   |       |     EDP        |
|  SERVICES     |       |  TRAINING      |
|  BRANCH       |       |  BRANCH        |
| _____  |       | _____   |
||            | |       ||            |  |
||_____| |       ||_____|  |
|_____|       |_____|
```

User Support Division

Key Personnel

Chief, User Support Division		1D1601	25X1A 25X1
Consulting Services Branch	r.	GD6506	
EDP Training Branch		1D1605	

The User Support Division (USD) assists computer users; provides Agency-wide computer training; counsels and guides the career development of OJCS personnel; and develops, maintains, and distributes information on OJCS capabilities.

The Consulting Services Branch (CSB) assists users in resolving problems with both programming languages and Job Control Language (JCL), advises customers in the use of OJCS systems capabilities, and develops information for the user community, such as:

OJCS Functional Directory -- designed as a quick guide to OJCS, this booklet provides functional descriptions and organization charts and directs OJCS Computer Center users to appropriate OJCS individuals for information on OJCS functions.

OJCS User's Guide -- describes OJCS facilities, procedures, user considerations, and appropriate reference material.

Other technical documents such as technical hardware descriptions, program documentation, and standard operating procedures.

The EDP Training Branch (ETB) develops and presents electronic data processing (EDP) courses to Agency personnel. The courses include:

ADEPT--a 16-week, developmental, professional EDP training course consisting of a series of classes which include training in computer hardware, operating system theory, Job Control Language (JCL), and two programming languages--ALC and PL/1.

OJCS Time-Sharing--a course that teaches the control languages for remote terminal usage, specifically: CP Console Functions, CMS Edit, CMS Commands, BATCHMON, SEDIT, and CMS EXEC Files.

APL--a course that teaches APL and the use of packaged programs available in this language.

Systems Analysis I and II--provides the basis of a logical and creative approach to systems analysis and design.

Other basic, intermediate, and advanced courses for operators, programmers, and systems analysts.

25X1A

Next 13 Page(s) In Document Exempt

SECRET

SECRET